

**BY ORDER OF THE COMMANDER  
WRIGHT-PATTERSON AIR FORCE BASE**

**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 2, CHAPTER 22**



**WRIGHT-PATTERSON AIR FORCE BASE  
Supplement**

**17 NOVEMBER 2011**

**Materiel Management**

**EQUIPMENT MANAGEMENT**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 88MSG/LGRSSP

Supersedes: AFMAN 23-  
110V2PT2CH22\_WRIGHT  
PATTERSONAFBSUP,  
25 June 2008

Certified by: 88MSG/LGRL  
(Captain Christopher S. Robey)

Pages: 6

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**AFMAN 23-110, Volume 2, Part 2, Chapter 22, is supplemented as follows:**

This supplement implements and extends the guidance of Air Force Manual (AFMAN) 23-110, *USAF Supply Manual*, 1 April 2009, incorporating through Change 9, 1 July 2011. This supplement applies to all assigned, attached, associate, and satellite units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rimc.cfm>

**SUMMARY OF CHANGES**

This supplement updates references and removes tasking for work now performed by AFGLSC.

22.9.1.1. NF1 assets stored in mobility bags will not be accounted for on EAID details. NF1 assets will be accounted for in MICAS (Mobility Inventory Control and Accounting System).

22.13. Document processing times to be followed are listed in the Base Logistics Service Contract, Performance Work Statement (PWS), Tab 1, Appendix J and within the PWS itself.

22.16.6.9. The Equipment Accountability Element (EAE) will maintain a LAN-based electronic central log for all serial numbers assigned to the custodian.

22.22.2. EAE forwards AF Forms 601 to AFGLSC EME for processing.

22.22.6. An electronic AF Form 600, Equipment Control Register, log will be used as a document control register.

22.23.2. Technical advisors are not used.

22.26.1.1. NOTE: EAE forwards AF Forms 601 to AFGLSC EME for processing.

22.26.2.1.1. NOTE: EAE will use an electronic AF Form 600 as a document control register. Each technician will maintain a suspense copy of the AF Form 601, Equipment Action Request, for their respective accounts.

22.26.4. The Equipment Accountability Technician will check the Air Force Equipment Management System (AFEMS) monthly to determine the status of the AF Form(s) 601. Follow-ups will be initiated as required.

22.26.5. An electronic AF Form 600 log will be used as a document control register.

22.29.1.2.1. Appointment of an alternate equipment custodian is mandatory unless only one person is assigned to the organization. The commander or equivalent signs letters to change, establish, or cancel custody accounts. Send a copy of the letter assigning primary or alternate custodians to 88 MSG/LGRSSE. See **Attachment A22C-2 (Added) (Appointment/Change of Equipment Custodian)** to this supplement for an example of letter requirements when appointing or changing equipment custodians.

22.33.9. EAE will maintain a LAN-based electronic central log for all serial numbers assigned to the custodian.

22.34.3. Requests for R15(s) are submitted to EAE by the organization as required.

22.37.1.2. (Added) The following are letter formats that are sent to the unit equipment custodians as required.

22.37.1.2.1. (Added) **Attachment A22C-3 (Added): (CA/CRL Custodian Missing Assets)** Used when inventories that have been returned to EAE contain annotations indicating that items are missing. It notifies the equipment custodian, the unit commander, and 88 CPTS/FM personnel that a Report of Survey (ROS) must be initiated within established guidelines.

22.49.6.1. The Supply Manager delegates authority to sign each FEC document to reflect approval to the Equipment Accountability Technician.

22.50.2.1.2. The Director, Logistics Readiness Division delegates authority for processing identity changes to appointed inspectors for equipment items assigned to geographically separated units. The approving official's signature or stamp is required on documentation. Approval to process the identity change will be obtained from the designated government representative prior to processing the identity changes (FCH). Equipment Accountability personnel will process identity changes (FER) for those on-base accounts. The Equipment Accountability Technician will sign the FER document as the approving official.

22.55.2.2. EAE will forward 1ETX/FED documents to the Quality Assurance Personnel for their signature and approval.

22.94.2.1. EAE will use the deployment procedures described in Section 22H to account for items on-board aircraft, which are away from home station for extended periods.

22.140.1.4. The custodian must provide TO references for multiple components authorized by TO or listed in an Allowance Standard.

22.190.2.1.3. The Director, Logistics Readiness Division delegates authority for processing identity changes to appointed inspectors for equipment items assigned to geographically separated units . The approving official's signature or stamp is required on documentation. Approval to process the identity change will be obtained from the designated government representative prior to processing the identity changes (FCH). Equipment Accountability personnel will process identity changes (FER) for those on-base accounts. The Equipment Accountability Technician will sign the FER document as the approving official.

**Reference Table 22B1.1., Management Products List, the following notes apply to processing.**

**NOTE 3d:** The Director, Logistics Readiness Division, grants the extension of processing time limits by 15 work days to retrieve in-use equipment which exceeds authorizations when warranted due to distance or transportation problems involved for off base activities.

**NOTE 4a:** The R14 (CA/CRL) listing will be produced annually or when requested by the equipment custodian. The R14 will be produced up to 45 days prior to the transfer of an equipment custodian. A change in the appointment of primary or alternate custodians is required when one or both custodians are: terminating employment, transferring jobs, Permanent Change of Station, or Permanent Change of Assignment. The primary equipment custodian will certify the CA/CRL by signing and returning the original CA/CRL listing to 88 MSG/LGRSSE (EAE) within 15 workdays from the date the listing was produced.

**NOTE 4b:** The Director, Logistics Readiness Division, grants off-base custodians a maximum of 30 workdays to return signed CA/CRL.

**NOTE 4d:** The Custodian Document File Register is an electronic file. Document registers are not utilized; instead, the AFEMS Organization Assets (AIOR) screen is used.

**NOTE 4e:** (Added). EAE will verify the signature on the CA/CRLs annually. This will be accomplished by verifying the signature block with the appointment letter. CA/CRLs that do not have a signature of the current custodian and/or appointment letter in file will be brought to the attention of the organizational commander by letter signed by the Supply Manager.

22D1.2.4. EAE uses a LAN-based microprocessor program to maintain/store a listing of custodians authorized to sign for the commander.

**NOTE:** A current custodian authorization listing is stored and maintained on the LAN. The Distribution Section accesses the file to verify personnel authorized to sign for equipment.

RICHARD F. HENTERLY, JR.  
Director, Logistics Readiness Division

Attachment A22C-2 (Added)

APPOINTMENT/CHANGE OF EQUIPMENT CUSTODIAN

Figure A22C-2.1. Appointment/Change of Equipment Custodian

MEMORANDUM FOR 88 MSG/LGRSSE		Date: _____
FROM:		
SUBJECT: Appointment/Change of Equipment Custodian for Account ( <i>Org / Shop Code</i> )		
1. I hereby appoint the below individuals to be Equipment Custodians IAW AFMAN 23-110, Volume II, Part Two, Chapter 22, Paragraph 22.29.1.1.		
<p>A. Primary Custodian</p> <p>Last Name: _____</p> <p>First Name: _____</p> <p>Middle Initial: _____</p> <p>Grade/Rank: _____</p> <p>Office Symbol: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p> <p>Fax Number: _____</p>	<p>B. Alternate Custodian</p> <p>Last Name: _____</p> <p>First Name: _____</p> <p>Middle Initial: _____</p> <p>Grade/Rank: _____</p> <p>Office Symbol: _____</p> <p>Phone Number: _____</p> <p>E-Mail Address: _____</p> <p>Fax Number: _____</p>	
Primary Custodian Signature:	Alternate Custodian Signature	
X_____	X_____	
C. Organization Mailing Address: _____		
D. Location – Area: _____ Building Number: _____ Post: _____		
E. Major Command: _____		
2. If you have any questions or need further information please contact_____		
(COMMANDERS SIGNATURE)		

(COMMANDERS SIGNATURE BLOCK)

Attachment:

*(Training Certificates / Waiver Request)*

Notes:

1. If extenuating circumstances exist, the organization commander may submit waiver request to 88 MSG/LGRSSE not to exceed 90 days. The Management & Systems Officer must approve the request.
2. Individuals designated as organization or unit commander in this case include deputy chiefs of staff, staff agency chiefs, senior members of Separate Operating Agencies (SOA), chiefs of special staff offices and equivalents.

## Attachment A22C-3 (Added)

## CA/CRL CUSTODIAN MISSING ASSETS

Figure A22C-3.1. CA/CRL Custodian Missing Assets

MEMORANDUM FOR

FROM: FOR 88MSG/LGRSSE

SUBJECT: Report Of Survey (ROS)

1. The Primary Custodian \_\_\_\_\_ and/or Alternate Custodian \_\_\_\_\_ for Account \_\_\_\_\_ has indicated the following asset(s) are missing:

<u>Nomenclature</u>	<u>Qty</u>	<u>Cost</u>	<u>NSN</u>	<u>Org/Shop Code</u>	<u>Detail</u>

2. A review of Supply Transaction records was conducted. The discrepancy cannot be linked to any supply transactions. 88 MSG/LGRSSE considers this a valid loss. The Custodians are required to notify their Squadron Commanders/equivalents so the discrepancy or discrepancies can be reported and ROS (see AFMAN 23-220) action initiated by your organization.

3. The ROS Program Office at 88 CPTS/FM will be notified a Report of Survey is required for the above asset(s). The ROS Program Office will be contacting your Squadron Commander with instructions on appointing an Investigating Official and the time frames to complete all required actions.

4. If you have any questions, contact the Equipment Accountability Element at 257-2084.

Technician

Equipment Accountability Element